

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

September 26, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking office/laboratory space in Aiken County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, October 17, 2018.**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:  
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,

Gary M. Anderson  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
South Carolina Department of Health and Environmental Control  
OFFICE/LABORATORY SPACE IN AIKEN COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – South Carolina Department of Health and Environmental Control  
EXAMPLES OF CRITERIA**

- Location: Office must be located in Aiken, South Carolina in Aiken County nearest the most densely populated areas with the largest number of regulated facilities in close proximity.
- Expected occupancy date: February 1, 2019
- Total space needed is approximately 13,000 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal including the common area factor (%).
- Ideal set up should include, but is not limited to:
  - 1 private office for executives of approximately 180 square feet
  - 8 private offices for professional staff of approximately 120 square feet each
  - Open floor area to accommodate 34 cubicles of approximately 48 square feet each (Cubicles to be provided by Agency)
  - Open floor area to accommodate 3 cubicles of approximately 25 square feet each (Cubicles to be provided by Agency)
  - 1 large Suite Reception lobby seating for 10-12 people of approximately 200 square feet
  - 2 beverage alcoves 6 linear feet of cabinet with U.C. refrigerator, sink and microwave each of approximately 24 square feet
  - 1 large break room to accommodate 12 people at a time of approximately 400 square feet
  - 1 copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet
  - 1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
  - 1 IT closet wall mounted rack of approximately 40 square feet
  - 1 LAN room floor mounted rack of approximately 150 square feet
  - 6 storage closets no shelving of approximately 50 square feet each
  - 4 small storage rooms open storage of approximately 120 square feet each
  - 3 medium storage rooms open storage of approximately 180 square feet each
  - 2 large storage rooms open storage of approximately 250 square feet each
  - 2 board rooms of approximately 600 square feet each



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

- 1 large conference room of approximately 350 square feet
- 1 medium conference room of approximately 250 square feet
- 2 focus/privacy rooms of approximately 50 square feet each
- 1 file room to accommodate approximately 4 file cabinets of approximately 9 square feet each
- 2 work rooms open room with work surface and storage of approximately 120 square feet each
- Laboratory Requirements:
  - 3 separate laboratory spaces and 1 sample prep/receiving area
  - Separate air handling system to accommodate fume hood associated with laboratory equipment is responsibility of landlord to provide
  - State owned laboratory cabinet will be utilized and provided by Agency
  - Laboratory flooring must be sheet vinyl and heat welded, slip & chemically resistant and durable responsibility of landlord to provide
  - Laboratory space should be located near a rear of building with its own separate entrance
  - Sample Prep/Receiving area located near rear entrance near laboratory to accommodate sampling and staff deliveries. Space must be segregated from actual laboratory testing areas.
- Additional Laboratory Requirements:
  - Chemistry Laboratory of approximately 800 square feet
    - 40-foot linear countertop space with two large attached sinks
    - 29-foot x 4-foot wall space for refrigerators and freezers
    - 3-foot x 2-foot floor space for flammables cabinet
    - Chemical fumes hood
    - Under cabinet DI water system
    - 15-foot storage shelving
    - 2 dishwashers
    - Plumbed in eye wash
    - safety shower
    - Fire blanket
    - Under counter cabinets
    - Electrical above countertops
    - Electrical for refrigerators and freezers
    - Water supply and drain lines for dishwashers
    - Enough electrical amperage for 2 large incubators, 4 refrigerators and two freezers
  - Micro Laboratory of approximately 500 square feet
    - 40-foot linear countertop space with 1 sink
    - 5.5-foot x 3.5-foot space for refrigerator and autoclave
    - Separate electrical for each autoclave (not standard electrical)
    - Water drain line for Steris autoclave
    - External steam exhaust port for Market Forge autoclave
    - Under counter cabinets
    - Above counter electrical
    - Separate space for drinking water and waste water



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

- Radiological Laboratory of approximately 400 square feet
  - 30-foot linear countertop space with sink
  - Plumbed in eyewash
  - Chemical fume hood (6-foot width)
  - 2-foot x 2-foot floor storage for flammable cabinet
  - 15-foot x 4-foot space for scintillation counters
  - Dishwasher
  - Water supply and drain for dishwasher
  - Above counter electrical
  - Fitted with appropriate radiological shielding and protection
- Sample Prep/Receiving Areas of approximately 425 square feet
  - 25-foot linear countertop space
  - 6-foot stainless steel table
  - 70 foot linear storage shelving
  - 2.5-foot x 3.5-foot floor space for ice machine
  - Sink
  - Plumbed in eye wash
  - Plumbed in bottle wash
  - Cooler storage space
  - Desk space with chairs
  - Water supply and drain line for ice machine
  - Above counter electrical
- Must have 24/7/365 access to facility.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Space for 2 storage sheds (sheds to be provided by Agency) on property for sampling preparations. This area should be approximately 20' by 20'
  - Space for the sheds should be on level ground in an enclosed 6' tall fenced area (fence provided by Landlord)
- Parking requirements:
  - 36 parking spaces required for State vehicles (State vehicles need to be located in secured area)
  - 46 parking spaces required for employees 4 of which should be reserved spaces
  - 10 reserved parking spaces required for guests
  - 2 parking spaces reserved for special use or handicapped
  - 3 parking spaces required for three (3) 21-foot boats on trailers in a secured covered storage area
- Parking lot must be paved, fenced and lighted.
- Term: Please provide proposed rate for 5-year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.



- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- If GROSS lease is not possible, submit an estimate of utility costs for property.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

#### STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**  
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> **or**  
**can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

#### PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Division of Facilities Management Real Property Services by **4:00 PM, October 17, 2018.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

#### CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Department of Health and Environmental Control (agency). Direct contact can be cause for automatic disqualification.

#### RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON  
DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> FLOOR  
COLUMBIA, SC 29201  
PHONE: 803-737-0644 FAX: 803-737-0592  
EMAIL: [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov)

